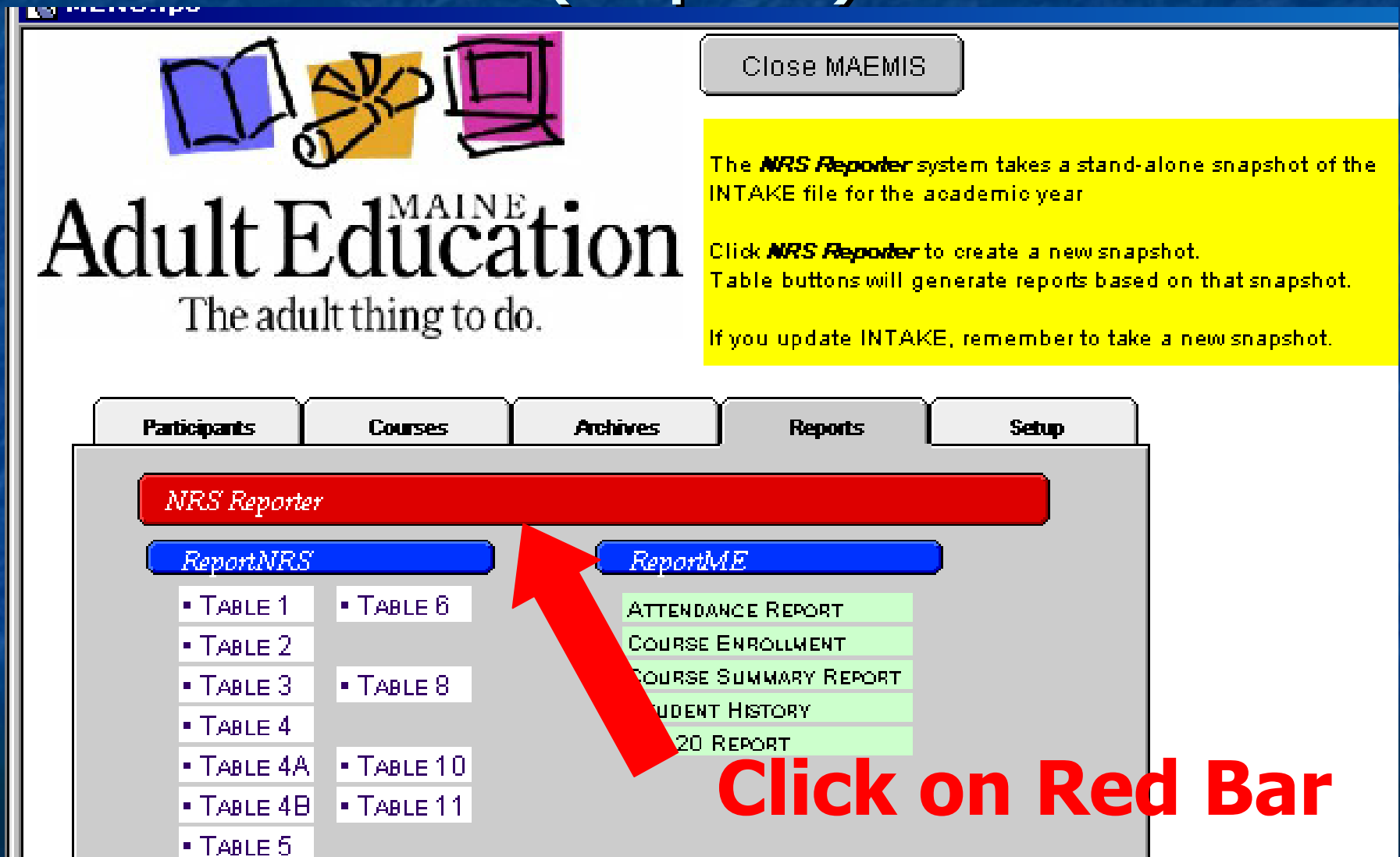


# MAEMIS Year-end Reports

Checks and Troubleshooting

# **How Do I Send My NRS Report To the State?**

# Sending the NRS Reports (export)



The screenshot shows the MAEMIS NRS Reporter web interface. At the top, there are three icons: an open book, a rolled diploma, and a laptop. Below them is the text "MAINE Adult Education" and the tagline "The adult thing to do." A "Close MAEMIS" button is in the top right. A yellow box contains instructions: "The **NRS Reporter** system takes a stand-alone snapshot of the INTAKE file for the academic year. Click **NRS Reporter** to create a new snapshot. Table buttons will generate reports based on that snapshot. If you update INTAKE, remember to take a new snapshot." Below this is a navigation bar with tabs: "Participants", "Courses", "Archives", "Reports", and "Setup". The "Reports" tab is active, showing a red bar labeled "NRS Reporter". Below the red bar are two blue buttons: "ReportNRS" and "ReportME". A large red arrow points from the text "Click on Red Bar" to the red bar. Below the buttons are two columns of table buttons: "TABLE 1" through "TABLE 5" on the left, and "TABLE 6" through "TABLE 11" on the right. To the right of these is a list of report types: "ATTENDANCE REPORT", "COURSE ENROLLMENT", "COURSE SUMMARY REPORT", "STUDENT HISTORY", and "20 REPORT".

Close MAEMIS

The **NRS Reporter** system takes a stand-alone snapshot of the INTAKE file for the academic year.

Click **NRS Reporter** to create a new snapshot.  
Table buttons will generate reports based on that snapshot.

If you update INTAKE, remember to take a new snapshot.

Participants Courses Archives Reports Setup

**NRS Reporter**

ReportNRS ReportME

- TABLE 1
- TABLE 2
- TABLE 3
- TABLE 4
- TABLE 4A
- TABLE 4B
- TABLE 5

- TABLE 6
- TABLE 8
- TABLE 10
- TABLE 11

- ATTENDANCE REPORT
- COURSE ENROLLMENT
- COURSE SUMMARY REPORT
- STUDENT HISTORY
- 20 REPORT

**Click on Red Bar**

# NRS Report Export

The screenshot shows the FileMaker Pro interface with the 'ScriptMaker...' menu open. The menu lists various scripts, including '1 Maernis Menu', '2 TakeSnapshot', '3 Conditional page setup: landscape', '4 Conditional page setup: portrait', and a series of 'Table X from snapshot' scripts. The 'Export for MDOE' option is highlighted at the bottom of the menu. A red arrow points from this option to a table in the background. A large red text box with the text 'Export for MDOE' is overlaid on the bottom of the screenshot.

**Table 1: Measures and Methods for t**

Enter the number of particip.

Script: Continue Cancel

Table 1 ...

Entering Educational Functioning Level (A)	
ABE Beginning Literacy	
ABE Beginning Basic Education	
ABE Intermediate Low	
ABE Intermediate High	
ASE Low	
ASE High	1
ESL Beginning	
ESL Beginning	
ESL Intermediate	
ESL Intermediate	

Table 1: Ethnicity, and Sex

	Native Hawaiian or Other Pacific Islander		White	
	Female (I)	Male (J)	Female (L)	Male (M)
			2	5
			8	2
			5	4
			14	15
			5	5
			9	9

Export for MDOE

Performs the specified script in the current file.

NUM

Start | [Icons] | 8:11 AM

# NRS Report Export

## Message

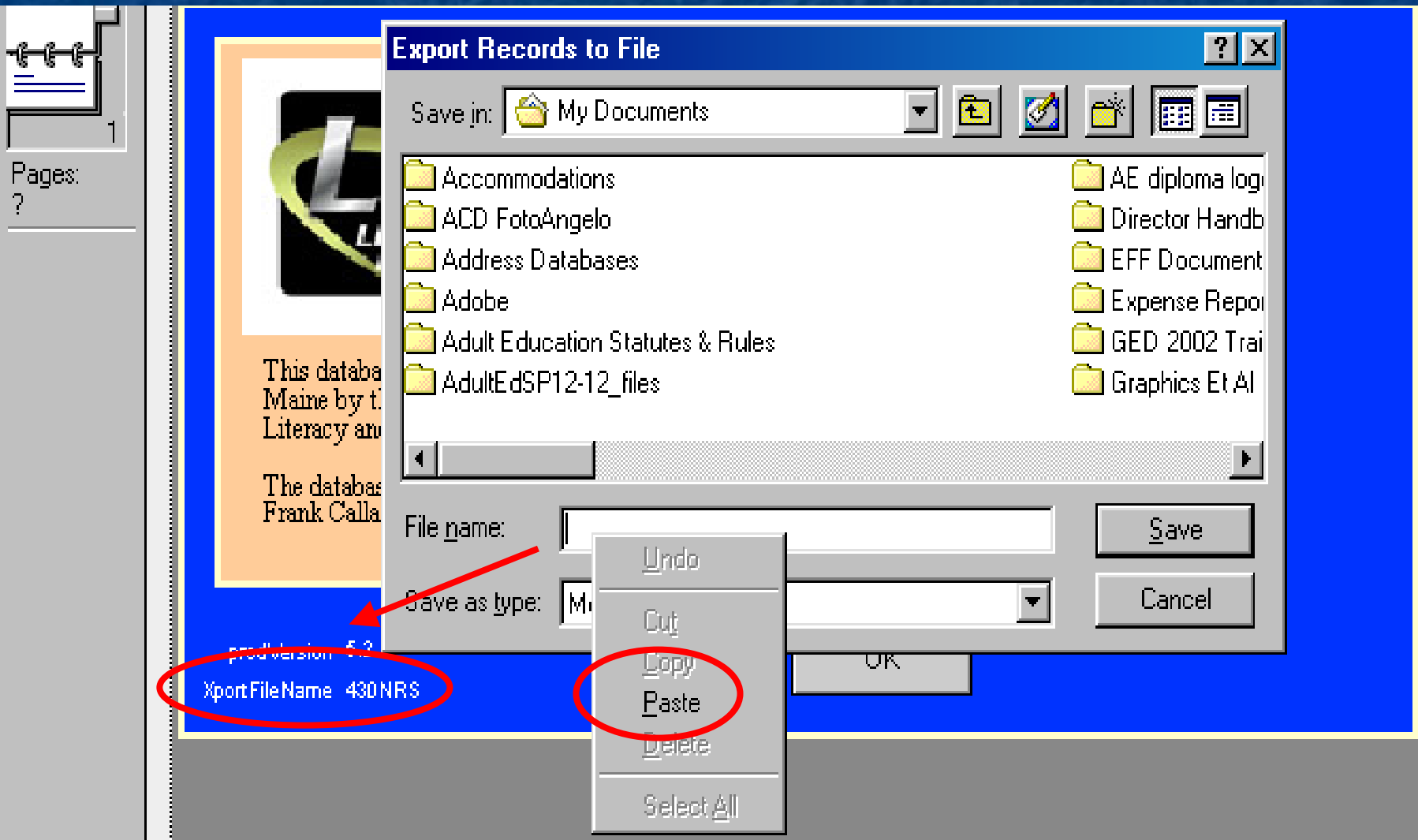


You'll be prompted to name the export file. Use the 3-digit local code in this form: 123NRS.txt MAMIS can help: use the PASTE command to replace the untitled file name.

Cancel

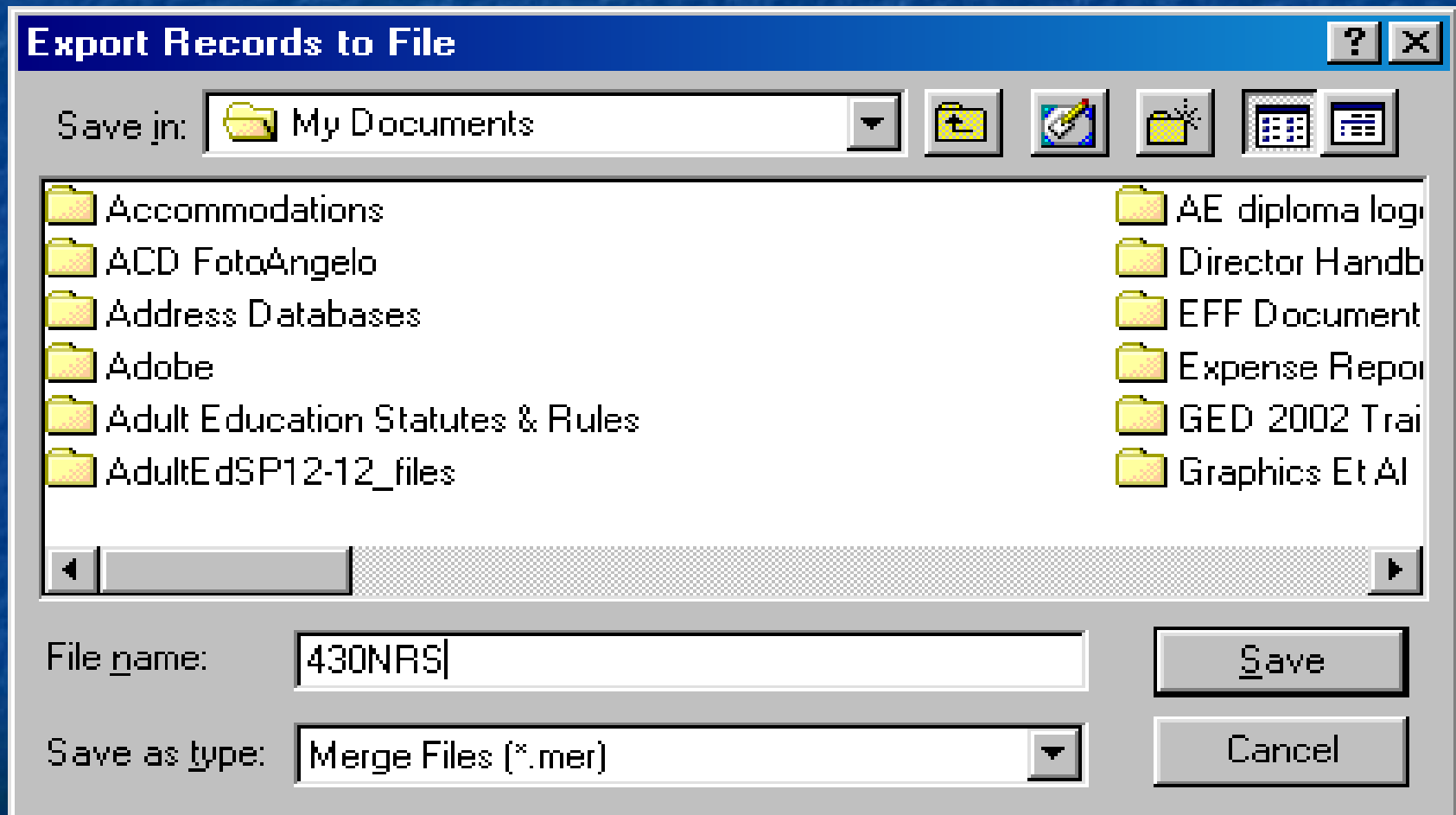
OK

# NRS Report Export






# NRS Report Export



# NRS Report Export

To...	Andy.mcmahan@maine.gov
Cc...	
Subject:	430NRS - Presque Isle



430NRS.mer

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# NRS Report Export

- Email Address:
  - [Andy.mcmahan@maine.gov](mailto:Andy.mcmahan@maine.gov)
- Subject Line (e.g. 430NRS Presque Isle)
  - File Name
  - Town
- This is an Automated Response system
  - File must be in proper format/extension (.mer)
  - Do not add any notes, comments, questions, etc to the body as they will be ignored by the system – if necessary send separate email.

# NRS Report Export

To...

Andy.mcmahan@maine.gov

Cc...

Subject:

430NRS - Presque Isle



430NRS.mer

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